



## INSTRUCTIONS FOR ONLINE THESIS SUBMISSION AND APPROVAL OF POST GRADUATE THESIS

### WARNINGS

The online deposit of the thesis and the subsequent approval by the supervisor **are compulsory** in order to take the master degree exam.

The archived thesis is an **official document** and is the only reference for any certification or in case of dispute. For this reason, the deposited files cannot be replaced or modified after the discussion.

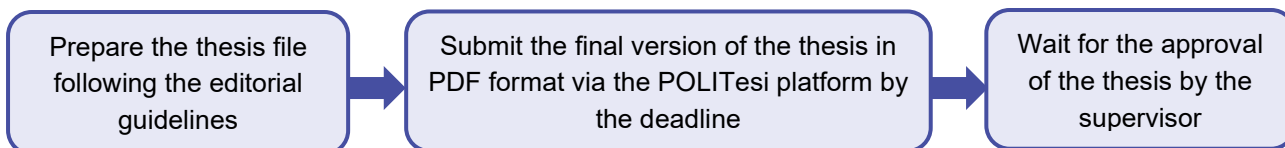
Within 60 days from the discussion date, the theses are published in Politesi. When submitting the thesis, the author chooses both access to the thesis file/s and the visibility of the descriptive data (author metadata, title, supervisor ...). **Please pay attention to the two distinct options.**

### PERIODS AND DEADLINES

#### Procedure

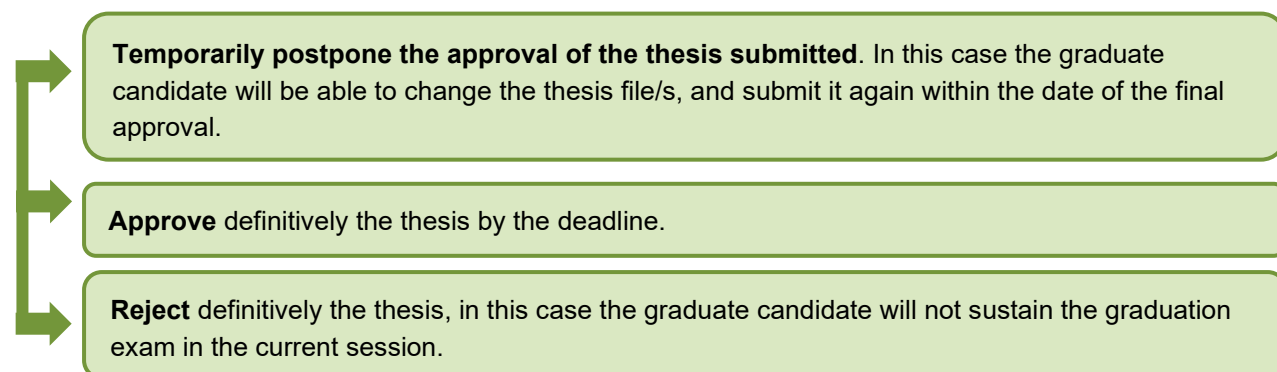
The online thesis submission process and approval is activated **following the registration to the graduation exam**.

According to this procedure, the graduate student must:



The **supervisor** will have to proceed with the approval of the thesis using the Online Services (Degree Thesis Management) by the deadline.

In the period between the submission and the approval, the supervisor may:





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## Deadlines

All the deadlines to enroll for the degree exam and for submitting a Master of Science thesis are published on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the News section on the libraries website <http://www.biblio.polimi.it/en/home/>

The submission and approval deadlines are intended by 11.59 pm (UTC +1) of the day indicated in the academic calendar.

### GO TO:



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## LAYOUT AND FORMAT OF POST GRADUATE THESES AND FILE TO UPLOAD



### Thesis framework

The title page (the first page of the volume) must contain the following information

Other indications

Format and naming of files to be submitted

It is advisable to consult the Master's degree exam regulations on the website of the School to which one belongs, to check if they have published specific layout guidelines for degree theses: [Schools: polimi](#)

### Thesis framework

The editorial guidelines for the writing of the thesis published in this booklet have to be followed in the event that your School, or your degree course, has not published specific rules in this matter.

1. The title page
2. Table of contents with chapter titles (and paragraph titles) and page numbers
3. List of figures with captions and page number of each figure
4. List of tables with captions and page number of each table
5. List of graphs with captions and page number of each graph
6. List of annexes with captions and page number of each annex
7. List of drawings with titles of each drawing
8. Abstract (summary of the thesis, of not more than 2,200 characters including spaces between words)
9. Main body of the thesis
10. Bibliography

### IN THE SPOTLIGHT

Lists from 3 to 7 must be filled out only if in the written report there are figures, tables, graphs, annexes or drawings.

## Title page (the first page of the volume)

For all theses of all Schools it is **mandatory** that the title page includes the following information:

- Politecnico di Milano, School and Degree Course
- title and sub-title (if present)
- thesis supervisor's name and surname
- thesis co-supervisor's name and surname (if present)
- name(s), surname(s), student ID number(s) of the author(s)
- academic year

### IN THE SPOTLIGHT

The title page is mandatory.

The presence or absence of the logo and the pagination are at the discretion of the graduating student for most of the Schools.

## Other indications

**Abstract:** It is a brief summary of the thesis in which the graduating candidate describes the objectives of the dissertation, the research approach and the conclusions reached. The abstract, in accordance with ISO 5966: 1982, should be of about 250 words. In any case, the length of the abstract must not exceed 2200 characters including spaces.

**Numbering of pages:** the preferred numbering method is to use only Arabic numerals; however, it is allowed to use a combination of numerals: with Roman numerals for the title page, contents and abstract pages, and Arabic numerals for the pages that contain the actual text.

**Figures, tables, graphs:** all figures, tables and graphs must have captions and be numbered consecutively.

**Drawings:** (graphics created by the authors): all the drawings must be numbered consecutively and must have a title box with the thesis title, the name and surname of the student(s) and the thesis supervisor, the academic year for the graduation, the drawing title, the drawing number, the scale.

### IN THE SPOTLIGHT

For theses that contain only drawings (no report), in addition to the drawings, there must be **a file composed at least of three pages** (the title page, the list of the drawings and an abstract). The system will not accept files if there are not at least three pages of text.



## Format and naming of files to be submitted

The thesis must be saved in a single file in **PDF format** (if possible PDF/A) <sup>1</sup>.

In case of large dimension files (in particular for Architecture theses), one file in PDF format with the text content of the thesis plus other files in PDF format containing the project drawings may be uploaded.

The thesis may also be divided into several files, should the author decide to assign different access conditions to the various parts (e.g. thesis text “accessible by all”, drawings “accessible only by registered users” or in any case in which the School requests it (e.g. **for the theses with discussant of the Schools of Engineering it is requested to upload the Executive Summary in a different file**).

It is advisable that the size of each does not exceed 100 MB; it is recommended to contain its dimensions by opting for a saving that reduces its size as much as possible.

The PDF file must not be protected against modification nor be protected with a password to allow the necessary conversion procedures to ensure long-term storage.

In case of theses comprising multiple files, each one must be submitted individually: files must NOT be submitted in compressed folders saved in zip, rar, etc. format.

If the thesis also includes files that cannot be converted into PDF format (multimedia files), please contact the Reference Service at Leonardo Campus Library (see section Contacts at page 25).

Do not submit files which can be converted into PDF (doc, docx, xls, jpg, tiff etc.).

Se la tesi è composta anche da file non convertibili in formato PDF (file multimediali), è necessario rivolgersi alla Biblioteca Campus Leonardo – Servizio Reference Tel. 02.2399.2667

### IN THE SPOTLIGHT

The file containing the thesis **must be named** as follows:

**year\_month of graduation session\_surname of graduation candidate(s)**

Examples:

- 2022\_12\_Rossi.pdf (1 author)
- 2022\_12\_Rossi\_Bianchi\_Neri.pdf (2 or more authors)

In case of multiple files uploading, number them sequentially:

- 2022\_12\_Rossi\_Thesis\_01.pdf
- 2022\_12\_Rossi\_Executive Summary\_02.pdf
- 2022\_12\_Rossi\_Bianchi\_Neri\_01.pdf
- 2022\_12\_Rossi\_Bianchi\_Neri\_02.pdf

<sup>1</sup> Preferably in PDF/A which is the format described by the ISO 19005-1:2005 standard for long-term archiving of electronic documents.



## ONLINE THESIS SUBMISSION



### Cases

Thesis description (data check and data input)

Upload of thesis file

Verification of thesis submission status and final approval

## CASES

### a) Thesis of a single author

The graduation candidate, after the registration procedure via "Online Services → Degrees → Registration to final exam", enters the registration status summary page in the online services, at the left of which is the button "Thesis submission": to proceed immediately with the submission of the thesis, click on this button to access the POLITesi platform or exit to submit the thesis at a later time.

←Proxies > Iscrizione esame finale

**Available functions**

- Registration overview
- Modify registration
- Thesis Submission
- Registration Withdrawal

**Fulfilments legend**

- Check to be done
- Check done

**Information**

Subscription has been correctly saved.  
Please verify all data inserted and any fulfilment required to student.  
Now you can proceed with the thesis submission.

**Student**

Student identification number: [REDACTED]  
Surname: [REDACTED]  
Name: [REDACTED]  
School: [REDACTED]  
Course: [REDACTED]  
Floor: [REDACTED]

**Thesis**

Exam Session: [REDACTED]  
Registration: [REDACTED]  
Supervisor: [REDACTED]  
Thesis Subject: [REDACTED]  
Scientific Area: [REDACTED]  
Assistant Supervisors: [REDACTED]  
Type of thesis: TESI  
Title: PROVA TESI DESIGN

LOGIA DEI MATERIALI

Surname: [REDACTED]

Iscrizione esame finale v. 1.0.42 / 1.0.42

Area Servizi ICT

Fig. 1 - In the summary screen of the application "Registration to final exam" click on "Thesis submission": in this way you are able to go directly to the submission application.

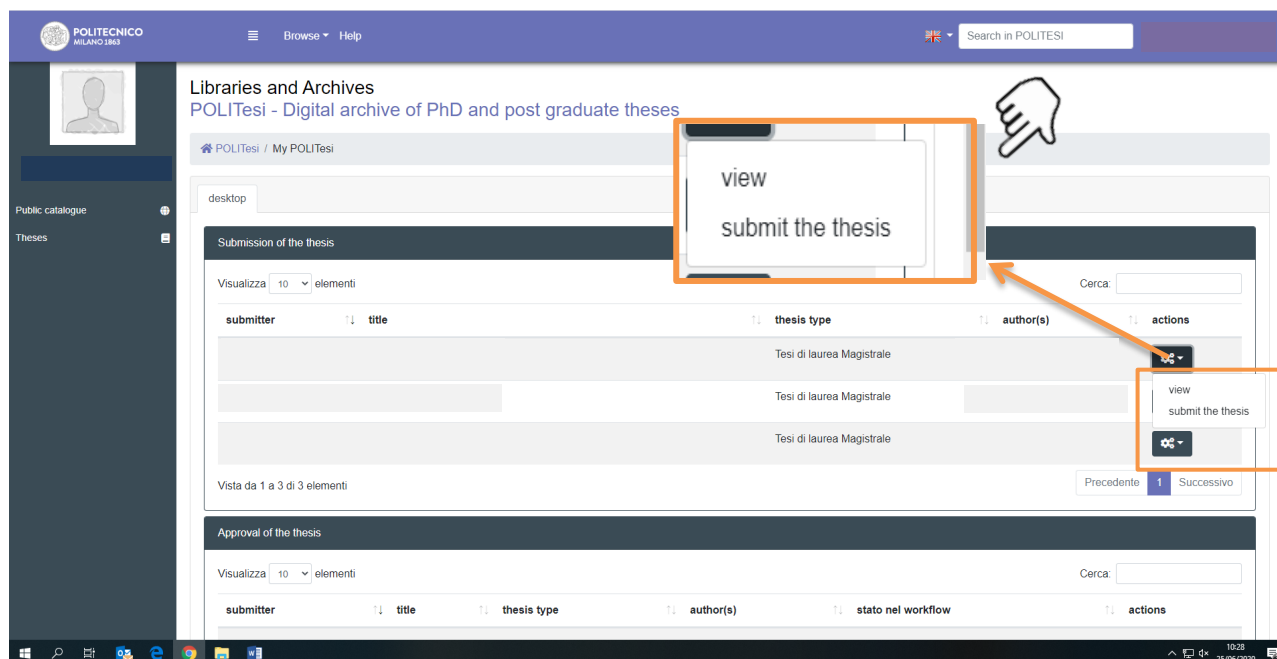


Fig. 2 – In the personal space “My Politesi”, the candidate can start the deposit by clicking on the button “Submit the thesis”.

## b) Thesis with multiple authors

Each co-author graduation candidate must connect to the "Registration to final exam" and carry out the registration procedure.

The function of the **thesis submitter** is assigned to the **first graduation candidate registering**; at the end of the registration procedure, in the summary page, he/she finds the button “Thesis submission”: to proceed immediately with submission of the thesis, click on this button to access the POLITesi platform and proceed or exit to submit the thesis at a later time.

Co-authors who are not submitters find the button “Thesis submission” on terminating registration, clicking on which they can display the submission form and progress in the POLITesi platform, but they are not enabled to submit the thesis.

**Should the submitting candidate withdraw from the graduation session**, the co-author who registered second automatically becomes the thesis submitter; connecting to the application "Registration to final exam" he/she clicks on the button “Thesis submission”, accesses the POLITesi platform and proceeds with the deposit.

**Should the submitting candidate be unable to continue with the submission**, one of the co-authors may become submitter: after connecting to the application "Registration to final exam", he/she scrolls the screens to the registration status summary page, at the left of which is the button “**Become submitter**”: clicking on this button he/she takes on the role of submitter; on subsequently entering the application "Registration to final exam" he/she finds the button “Thesis submission”, clicking on which he/she accesses the POLITesi platform and proceeds with the deposit.



### c) Co-authors graduating at different sessions: thesis already submitted in a previous session

When a thesis has already been submitted and discussed at a previous graduation session by one or more co-authors, the co-author who has yet to graduate, when registering to the final exam will find him/herself associated with the authors who have already graduated:

- If he/she submits **an identical thesis to that previously submitted**, by clicking on the “I accept” button he/she will be associated with the thesis already submitted and approved by the supervisor.
- If he/she submits **an extended or in any way modified version of the thesis**, he/she must click on the “I do not accept” button and proceed to insert the data via "Registration to final exam" and submit the new version of the thesis; it is recommended to indicate on the title page of the thesis the names and student numbers of graduate student and co-authors; furthermore, he/she must indicate clearly (in the abstract and in the index) which parts of the thesis was developed jointly by all authors, and which parts was processed individually by the candidate that has extended the thesis.

### Thesis description (data check and data input)

#### PLEASE NOTE !

For a correct operation of the submission platform, Javascript execution must be activated in the browser options. We recommend, in any case, the use of browsers such as Google Chrome or Mozilla Firefox.





The "Description of thesis" page shows both the data entered in "Registration to Final Exam" and other fields: some are pre-filled and cannot be modified or can only be modified via "Registration to Final Exam", the others are mandatory.



Data entered and editable in "Registration to final exam"	
	Notes
<b>Author(s)</b> (surname and name)	Data concerning the author(s), the supervisor and the co-supervisor cannot be modified in POLITesi: if you have made a mistake in inserting these data you must exit POLITesi and proceed with the modification using "Registration to final exam", then continue with the submission procedure in POLITesi (which will show the updated data).
<b>Supervisor</b> (surname and name)	
<b>Assistant supervisor</b> (surname and name)	
<b>School</b>	Data uploaded automatically from the student master file; cannot be modified.
<b>Degree programme</b>	
<b>Type of degree</b>	
<b>Date of discussion</b>	
<b>Academic year</b>	
<b>Scientific Disciplinary Sector</b>	The data are uploaded automatically and correspond with the SDS of the supervisor.
<b>Thesis title</b>	The <b>title</b> must be identical to that on the first page of the thesis (Title page), but cannot be modified in POLITesi: if after registration the title has changed you must exit POLITesi, and proceed with the modification using "Registration to final exam", then continue with the submission procedure in POLITesi (which will show the updated data).



Data to be inserted in POLITesi	
	Notes
Abstract in Italian Abstract in English	Insert a brief summary text of the content of the thesis in Italian and in English.
Keywords in Italian Keywords in English	Insert a number of "keywords" (expressions comprising combinations of several words) in Italian and in English to describe the thesis content. <b>Keywords must be separated by a semicolon.</b> To fill in this field, ask the advice of the Supervisor.
Content language	Select the main language of the thesis from the drop-down menu.



**Libraries and Archives**  
POLITesi - Digital archive of PhD and post graduate theses

Public catalogue  
Theses

Thesis description

Thesis metadata scheme. Some fields are pre-completed and are unmodifiable (eg author, supervisor etc.). Fields with asterisk are compulsory.

Author/s

Supervisor

Co-supervisor/s

School  
ARC I - Scuola di Architettura Urbanistica Ingegneria delle Costruzioni

Degree course  
ARCHITECTURAL AND URBAN DESIGN - COMPOSIZIONE ARCHITETTICA

Disciplinary Sector  
ICAR/14 COMPOSIZIONE ARCHITETTONICA E URBANA

Type of degree  
LAUREA MAGISTRALE

Date  
Year: 2021 Month: luglio Day: 23

Academic year  
2020/2021

Thesis title  
prova arch 2

Italian abstract \*  
prova prova test

English abstract \*  
prov eng test

Italian keywords \*  
prova testi; architettura pianificazione

English keywords \*  
prova test; architectural test

Content language \*  
ita

Cancel/Save Next >

Next >

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**Fig. 3 - Description of the thesis: check the data imported from "Registration to final exam". Insert abstract in Italian and English (mandatory), keywords in Italian and English (mandatory) and select the main language in which the thesis is written (mandatory). To stop the deposit and resume it at a later time click on "Cancel/Save"; to continue, click on "Next".**



## Agreement for the publication of the descriptive record

After the master degree or PhD exam, the descriptive records containing the metadata of the thesis (author/s, supervisor, co-supervisor, school, course of study, title, date of the exam, abstract, etc.) will be published in PoliTesi online archive and indexed by the main search engines (eg. Google Scholar).

This does not imply that anyone will be able to access the file/s with the text of the thesis or the drawings: the descriptive record will be visible to everyone, but the access to the file/s will be ruled by the option chosen when uploading the file/s.

**If NO is selected, NOTHING will be visible in the PoliTesi archive and/or searchable on the Internet.**

The submitter of a thesis with several authors must share the choice on this point with all the co-authors.

The screenshot shows the '2. Agreement for the publication of the descriptive record' step in the PoliTesi submission process. A progress bar at the top indicates steps from '1 - Description' to '7 - End'. A warning message states: 'By selecting YES the data described in the previous page (1. THESIS DESCRIPTION) will be published in POLITESI and will be searchable online. By selecting NO the online search will not produce any results. The access option to the thesis file can be chosen in the following page (3. FILE UPLOAD)'. Below this, the 'Visibility of the record' dropdown menu is shown with options YES, NO, and YES. A red note specifies: 'the submitter of a thesis with more than one author, the choice on this point must be shared with all the co-authors'. A large graphic on the right shows a 'YES' button with a checkmark, a 'NO' button, and a 'YES' button.

Fig. 4 – The choice for the visibility of the record must be shared with the co-authors.

## IN THE SPOTLIGHT



The choice of file accessibility must be consistent with that of the descriptive record.

The choice YES for the descriptive record (**highly recommended**) will allow any option of choice for file accessibility.

Only in case of NO choice, as a result of which no data will be visible, the file must necessarily be Not accessible.



## Upload of thesis file

### Selection of the file

Fig. 5 - Click on the lilac box and select the file, or drag and drop it. Remember the instructions on how to name files on p. 5.

Fig. 6 - Enter in the space provided a brief description of the content of the file (e.g. "Text of the thesis", "Table 1")



### Options for accessing files by third parties in the online POLITesi archive (after the degree)

After having selected the file and inserted the descriptive text, the submitter must indicate the access option.

**In the case of a thesis with multiple authors, the submitting graduation candidate must select the option corresponding to the common will of all co-authors.**

In the case of theses that contain third-party data (companies, research projects, etc.), it is advisable to consult the supervisor in order to select the most appropriate accessibility option.

Access options	Note
1. Accessible via Internet to all	The file will be accessible and downloadable via internet by anyone from the POLITesi archive
2. Accessible via Internet to all starting from...	As option 1. but starting from 1 or 3 years after the date of its submission.
3. Accessible via Internet only by authorised users (AunicaLogin or Shibboleth)	<p>The file will be accessible and downloadable by any authenticated user (AunicaLogin or Shibboleth) who may consult the archive POLITesi.</p> <p>At the present time authorized users are: Faculty and all Politecnico staff, Politecnico students and Alumni with AunicaLogin active credentials.</p> <p>In the future authorized users could be also anyone with Shibboleth credentials (people from other universities and research institutions that have agreements with Politecnico di Milano).</p>
4. Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) starting from...	As option 3 but starting from 1 or 3 years after the date of its submission.
5. Not accessible	The file will be accessible and downloadable in the archive POLITesi only by the author/s, by the supervisor and by the Politecnico Administration staff.



3. File upload -

- The files submitted must be in PDF format and not protected with password
- At least one PDF file must have minimum three pages of textual content, processed with a writing program
- It is advisable that the size of each file does not exceed 100 Mb
- Limit the number of files by grouping them as much as possible (e.g. project boards)

select a file or drag it in this box

Your file was successfully uploaded.

#	file name	Status	Actions
	UniTesti_Instructions.pdf	uploaded	<div>select accessible via internet to all accessible via internet to all after accessible via internet only by authorized users (AunicaLogin or Shibboleth) accessible via internet only by authorized users (AunicaLogin or Shibboleth) not accessible Login settings select select the file accessibility option</div>

Fig. 7 - Select the access option to your needs (eg. confidential data, possible publication of the thesis): before choosing, **read carefully the meaning of each option.**

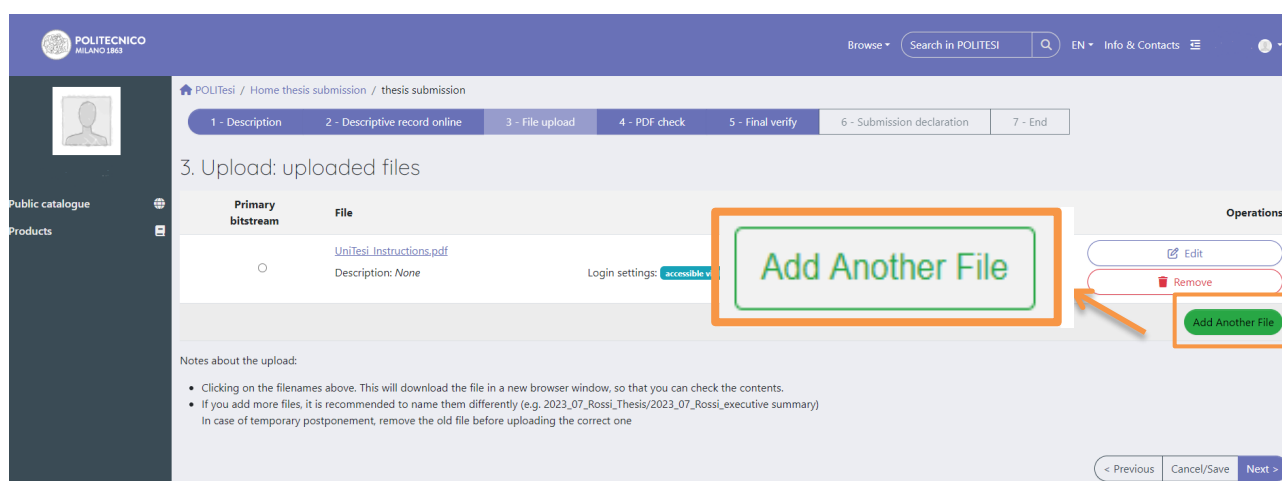
## Upload of the file

After having selected the accessibility option to the file, click on "Next" to activate file uploading: a green bar indicates the file upload progress (the uploading time varies depending on the file size).

From the page "Submit: Uploaded files" you can:

- see the file to verify if it has been uploaded correctly,
- change the accessibility option of the file before the degree exam,
- change the descriptive text,
- remove the file in case of erroneous uploading.

If the thesis is composed of several files, click on "Add another file" and proceed to load as described in the previous paragraphs.



*Fig. 8 – Select "Add another file" if you want to add more files.*

At the end of the upload of the files, by clicking on "Next" you can access the "Preservation of the full text" page.

The system checks whether:

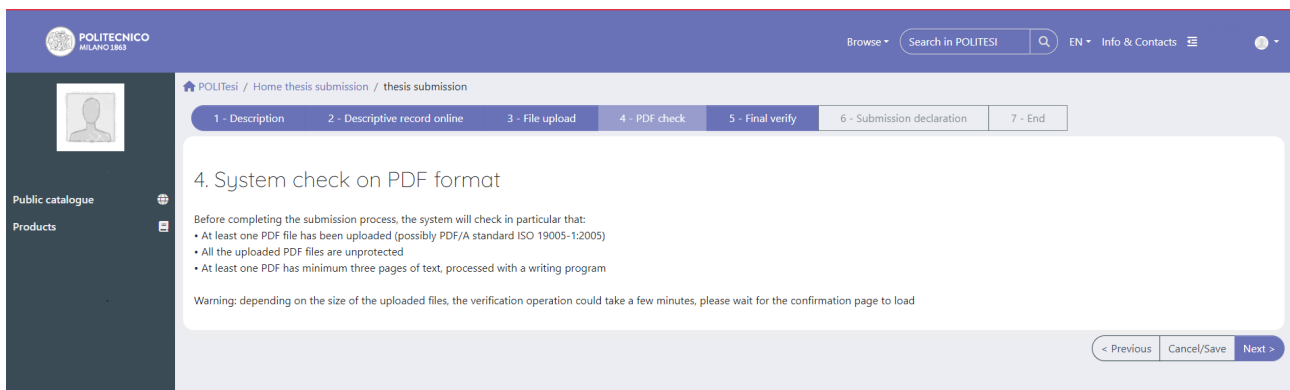
- at least one PDF file has been uploaded,
- all PDF files are without protection,
- at least one PDF file has text content as well as any images.





Clicking on “Next” activates a verification which, in case of large files, may take several minutes.

If the system detects any discrepancies between the files submitted and the conditions described above, a screen appears describing the problem encountered: in this case the submitter must click on “Previous” to be able to upload a correct file.

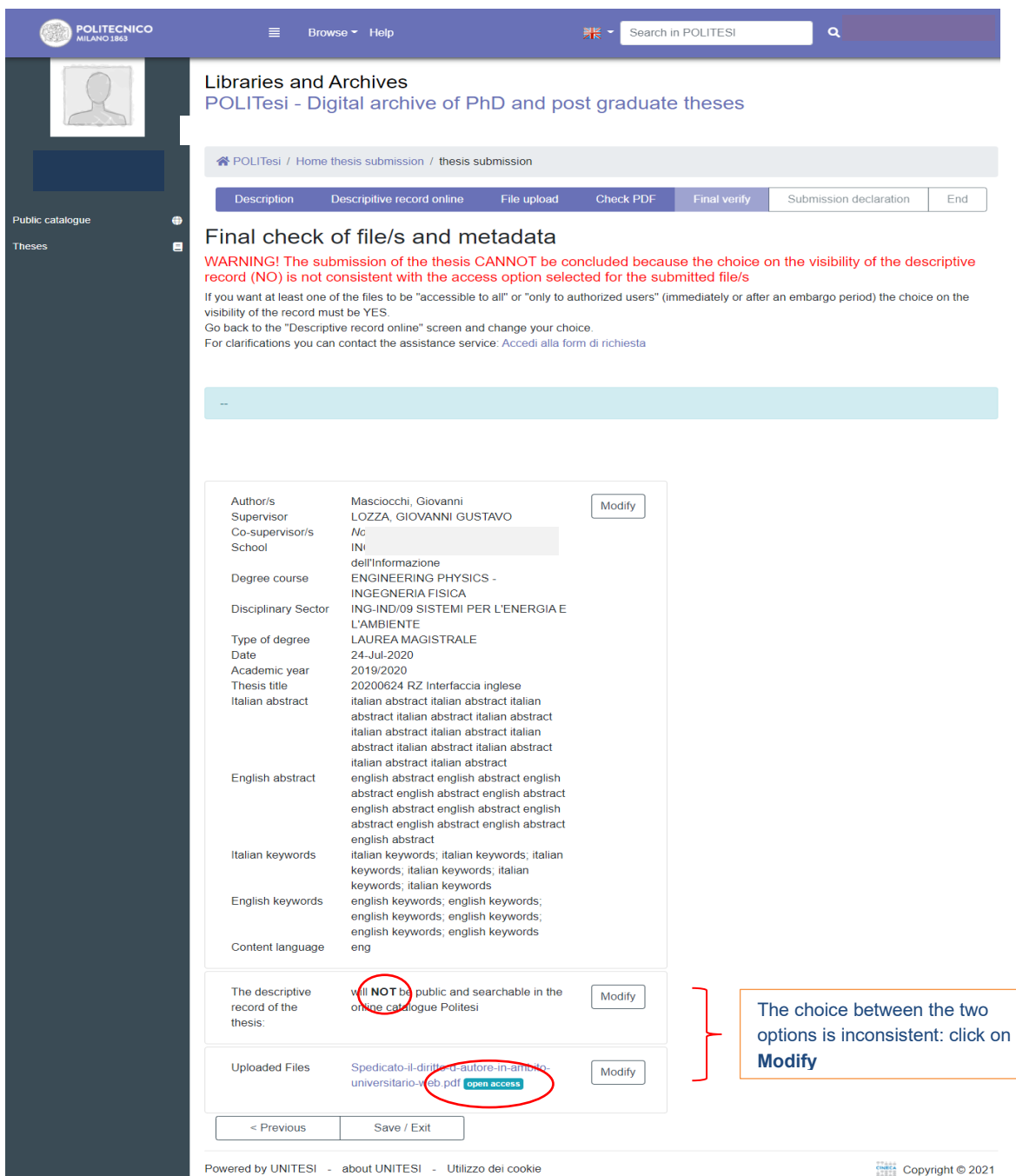


*Fig. 9 – System check*

## Final verification

The summary page of the data entered and the files uploaded is displayed on the "Final check of file and metadata" page.

If there is an inconsistency between the choice of visibility of the descriptive record and the access option for the files submitted, **the submission cannot be concluded**; using the "Modify" buttons it is possible to change the choice.



**Libraries and Archives**  
POLITesi - Digital archive of PhD and post graduate theses

POLITesi / Home thesis submission / thesis submission

Description Descriptive record online File upload Check PDF Final verify Submission declaration End

### Final check of file/s and metadata

**WARNING! The submission of the thesis CANNOT be concluded because the choice on the visibility of the descriptive record (NO) is not consistent with the access option selected for the submitted file/s**

If you want at least one of the files to be "accessible to all" or "only to authorized users" (immediately or after an embargo period) the choice on the visibility of the record must be YES.

Go back to the "Descriptive record online" screen and change your choice.

For clarifications you can contact the assistance service: [Accedi alla form di richiesta](#)

Author/s	Masciocchi, Giovanni	Modify
Supervisor	LOZZA, GIOVANNI GUSTAVO	
Co-supervisor/s	Nc	
School	INI	
Degree course	dell'Informazione ENGINEERING PHYSICS - INGEGNERIA FISICA	
Disciplinary Sector	ING-IND/09 SISTEMI PER L'ENERGIA E L'AMBIENTE	
Type of degree	LAUREA MAGISTRALE	
Date	24-Jul-2020	
Academic year	2019/2020	
Thesis title	20200624 RZ Interfaccia inglese	
Italian abstract	italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract italian abstract	
English abstract	english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract	
Italian keywords	italian keywords; italian keywords; italian keywords; italian keywords; italian keywords; italian keywords	
English keywords	english keywords; english keywords; english keywords; english keywords; english keywords; english keywords	
Content language	eng	
The descriptive record of the thesis:	will <b>NOT</b> be public and searchable in the online catalogue Politesi	Modify
Uploaded Files	Spedicato-il diritto d'autore-in-ambito universitario-1 feb.pdf <b>open access</b>	Modify

< Previous Save / Exit

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The choice between the two options is inconsistent: click on **Modify**

Fig. 10 – Final check of the data



## IN THE SPOTLIGHT



BEFORE PROCEEDING WITH THE CONCLUSION OF THE SUBMISSION it is advisable to:

- check the correctness of inserted data
- view the files from the first to the last page to verify there are no errors in the table of contents, images, formulas, etc.
- check that you have submitted the final files of the thesis (and only those: if there are files containing non-definitive versions of the thesis, proceed to remove them)
- check that the option you have selected for the visibility of the descriptive record in POLITesi is consistent with the accessibility of the file/s
- check that you have selected the access option to the individual files that reflects your will (and that of any co-authors).

## Declaration of thesis submission and conclusion of procedure

The text of the thesis submission declaration is shown in the frame below:

### Online thesis submission declaration

On: [today's date]

[surname name (e-mail)]

submits in the collection: [name of collection]

the thesis: [title]

author(s): [surname, name graduation candidate(s)]

supervisor: [surname, name supervisor]

The thesis is composed of the following files (the option chosen for access to each file after publication in the on-line thesis archive of the Politecnico di Milano is given in brackets):

[filename – description – file access option]

The bibliographic record will be searchable and visible in the online archive Politesi: [yes/no ]

### The person responsible of the thesis submission declares, also in the name of any co-authors:

- the complete correspondence between the file(s) submitted and the copy of the thesis which will be presented and discussed in the graduation session;
- that the content of the thesis is an original work created by him/her and in no way jeopardises the copyright nor the obligations related to safeguard of moral or economic rights of other authors or others with rightful claim, both as far as text, images, photos, tables or other parts comprising the thesis (Legge 633/1941 and subsequent amendments) and that the Politecnico di Milano will in any case be exempt from any responsibility of any civil, administrative or penal nature and will be kept unharmed from any request or claim by third parties;
- that, in the case of theses with multiple authors, the choice of access option to the file(s) by third parties after publication in the on-line thesis archive of the Politecnico di Milano has been taken in agreement with the co-authors.

### accepts:

- to give the Politecnico di Milano the non-exclusive right of distribution, limited to the publication of the thesis in the on-line thesis archive of the Politecnico di Milano with the access conditions chosen at the time of submission;
- that the Politecnico di Milano may, without modifying the contents, process the file(s) with any means and in any format for retention purposes;
- that the Politecnico di Milano may make copies of the file(s) for security, back-up and retention purposes.

**Should the graduation candidate click on “I do not Accept”**, the inserted data and uploaded files will not be cancelled but the online Supervisor approval procedure cannot be activated: the procedure may be activated only once the submitter accepts the thesis submission declaration.

**Should the graduation candidate click on “I Accept”**, the submission of the thesis is completed.



## IN THE SPOTLIGHT

**“Thesis submitted!”: the submission is closed and starting from this moment the submitter cannot intervene further on the data and files inserted (unless the supervisor proceeds with a “Temporary postponement” of the thesis).**

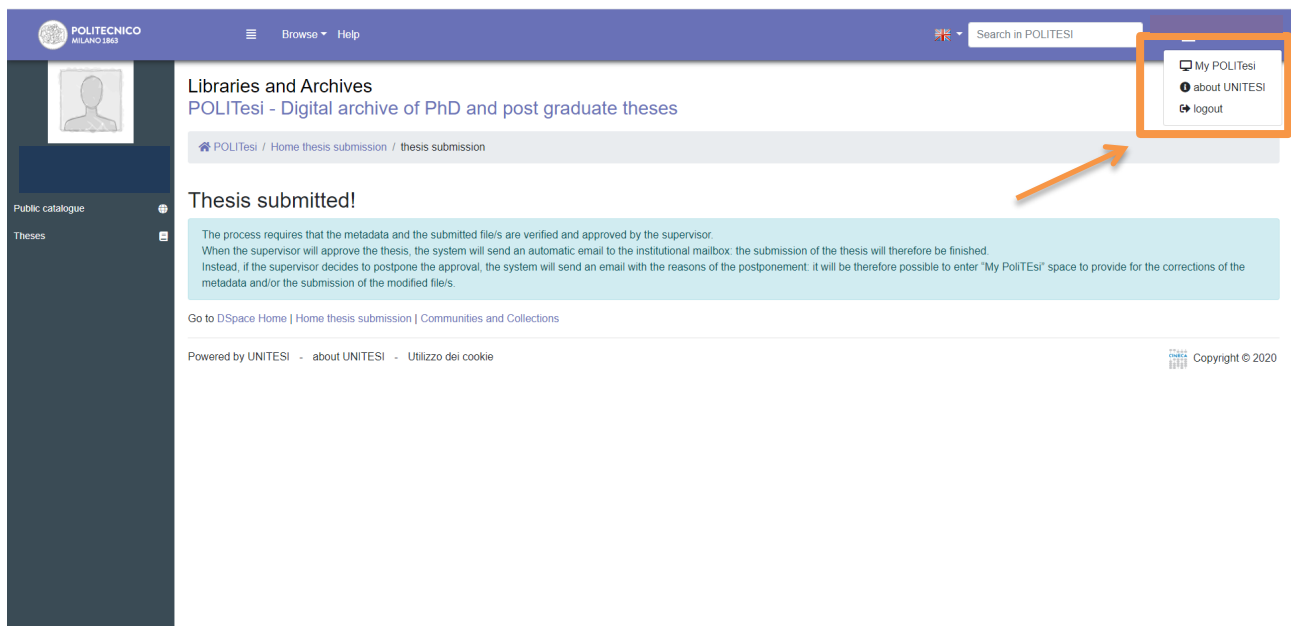


Fig. 11 – Thesis submitted

## IN THE SPOTLIGHT

Submission must be closed by the deadline indicated on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the News section on the libraries' website <http://www.biblio.polimi.it/en/home/>

At this point, an e-mail with a file attached containing the text of the declaration of submission will be sent to the institutional e-mail address (@mail.polimi.it) of the submitter as confirmation.

This e-mail will only be sent to the **submitter who, if the thesis has several authors, is required to notify** the co-authors that he/she has submitted the thesis successfully. In any case, the co-authors may access to "Registration to final exam" and click on "Thesis submission" to access to the personal space "My POLITesi". Here, the co-authors can check data and thesis files and access the text of the "submission declaration" accepted by the submitter.

## Verification of thesis submission status and final approval

During the period between submission and final approval by the supervisor, the submitter and any co-authors may monitor the various stages in the submission status of their thesis by connecting to "Registration to final exam".

## Temporary postponement of approval of the thesis by the supervisor

It is possible that the supervisor, having noticed inaccuracies in the data or in the files submitted, may decide to postpone the approval of the thesis: an automatically generated e-mail will be sent to the submitter and to any co-authors giving the reason for this postponement by the supervisor and a link to "My POLITesi".

By logging on to "My POLITesi" the submitter may once again access the submission procedure, change the data that can be modified, remove and upload the file, change the access options for individual files, etc. and conclude the submission: at that point the submitter will receive confirmation of the submission and the supervisor will receive the notice that he can proceed with the approval of the thesis.

## Approval of the thesis by the supervisor

When the submitter has completed the submission of the thesis, an automatic e-mail sent to the supervisor's institutional mailbox (@polimi.it) warns him that he can proceed to check the deposited data and files and therefore approve the thesis or postpone it temporarily or reject it definitively.

If the supervisor, after having verified the data and files submitted, immediately approves the thesis, an automatic email is sent to the submitter and any co-authors and notifies them that the thesis has been approved.

## Definitive rejection of the thesis by the supervisor

Should the supervisor judge the thesis to be insufficiently complete for presentation at the current graduation session, he/she may decide to definitively reject the thesis that has been submitted; in this case the application for registration at the graduation session of the submitter and the co-authors is automatically withdrawn. An automatically generated e-mail will be sent to the submitter and any co-authors (to the institutional e-mail address) giving the reasons for the definitive rejection of the thesis.



## IN THE SPOTLIGHT

The final approval of the thesis by the supervisor must take place within the deadline indicated on the academic calendar (<https://www.polimi.it/en/current-students/calendar-and-deadlines>) and on the library website [page](#).

Should the thesis be “temporary postponed” by the supervisor, the consequent upload of new data and files by the submitter and final approval by the supervisor must take place by the deadline established for thesis approval.

When the thesis has been approved by the supervisor, submission is definitively closed: no data or file can be modified.



## SUPERVISORS: INSTRUCTIONS FOR ONLINE THESES APPROVAL



### Communication concerning presence of a thesis in POLITesi to be approved

When a graduation candidate has finished the online submission procedure, the supervisor receives an e-mail in the institutional e-mail address (@polimi.it) notifying that he/she may access the “Degree theses management” platform to temporarily postpone the thesis, immediately approve it or definitively reject it.

#### IN THE SPOTLIGHT

In the e-mail only the name of the submitting graduation candidate will be indicated; in the case of a thesis with multiple authors, the names of the co-authors will be shown only in the “Degree theses management” form.

#### PLEASE NOTE !

If you have been erroneously listed as supervisor of a thesis that you have not followed, you have to access the application “Degree theses management” to make the “temporary postponement” of the thesis in order to enable the graduate candidate to indicate the correct supervisor.

### Access to “Degree theses management” for thesis approval

The supervisor may access the “Degree theses management” from the site <https://www.polimi.it/en/> and following the path “Online Services → Degrees → Degree theses management”, from which he/she accesses the page where you can view the theses you are supervising in the current degree session; by clicking on each identifier he/she accesses the sheet of the individual thesis to be approved.





## Procedure for approval, temporary postponement of approval or definitive rejection of the thesis

Within the tab in "Degree Thesis Management" the supervisor can proceed with some operations relating to the thesis which vary for the different Schools: in this document only the thesis approval procedure is described, common to all the Schools.

<b>Using the "Degree theses management" application, the supervisor:</b>	<ul style="list-style-type: none"><li>- checks that the Scientific Disciplinary Sector automatically loaded (which is the one associated with the supervisor him/herself) is correct for the thesis in question; if he/she deems that it should be changed, he/she must select the correct sector from the drop-down menu, then <b>clicks on the "Save" button</b>;</li><li>- views the data entered by the graduation candidate and checks that it is correct: keywords in Italian and English, abstract in Italian and English are mandatory;</li><li>- views the files submitted by the graduation candidate, and <b>checks that they are the correct files for the final version of the thesis which will be discussed during the graduation session.</b></li></ul>
<b>TEMPORARY POSTPONEMENT</b>	If the supervisor judges that the data and the files of the thesis require modifications or integrations, he/she must click on the highlighted text <b>"Temporary postponement"</b> and then clicks on the "Save" button. The submitting graduate student and any co-authors will receive an email containing the reasons for the postponement; when the submitter has made the requested changes and completed the submission, the supervisor will be notified by email that the thesis is available again via the "Degree Thesis Management" application. He/she will then be able to proceed with a new check of the data and files of the thesis and, by clicking on the highlighted <b>"Approval"</b> item and then on the <b>"Save"</b> button, he/she will definitively approve the thesis.
<b>APPROVAL</b>	If the supervisor judges that the data and the files that have been submitted are correct and in the final version, he/she must click on the highlighted text <b>"Approval"</b> and then on the <b>"Save"</b> button: the thesis has therefore received the final approval and may no longer be modified.
<b>DEFINITIVE REJECTION</b>	If the supervisor judges that the thesis is not sufficiently complete to be discussed at the current graduation session, he/she clicks on the highlighted text <b>"Definitive reject"</b> , <b>enters in the box the reasons for the definitive rejection</b> and clicks on the button <b>"Save"</b> . The submitting graduation candidate and any co-authors will receive an email explaining the reasons for the definitive rejection and will be automatically withdrawn from the graduation session.



## IN THE SPOTLIGHT

The deadlines for thesis approval are published on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the page in the [library](#) website.

If the supervisor proceeds to a “**Temporary postponement**” to allow the graduation candidate to modify the file, the final approval by the supervisor must in any case take place by the deadline established for thesis approval.

When the thesis has been approved by the supervisor, the submission is definitively closed: no data or file can be modified.



## CONTACTS

### Information and support for the registration to the degree session

Deadlines and information about the [registration to the degree session](#).

How to hit the [Students' office](#) for problems on the registration to the degree session.

### Information and support for online thesis submission and approval in PoliTesi

#### By phone and in presence:

Reference service in Leonardo Campus Library: 02.2399.2667 (Monday to Friday, 9 am-12.30 pm/1.30-4 pm).

It's also possible to take an appointment to execute the procedure of thesis submission with the support of the reference staff.

#### Online:

Fill in the [online form](#) "Post graduate thesis submission and approval" clearly stating the following information in the text of the message:

- graduation candidate: surname, name, student ID number, school, degree programme, phone number, supervisor: surname and name;
- a detailed description of the request or the problem encountered;
- in the event of technical problems it will certainly be useful to attach an image file showing the error screen.

### Specific information for individual Schools

Any information and notifications regarding the graduation sessions, the requirements, writing and page layout guidelines and eventual delivery of a paper copy of the thesis, are published on the websites of the [Schools](#).

### Notice about registration, online thesis submission and approval

Any notice about registration, online thesis submission and approval will be sent to the institutional email address (@mail.polimi.it) of the graduation candidates or of the supervisor. It is recommended to consult the mailbox daily.